



Y-12 records are getting new homes; Y-12 makes matches with small business vendors; Electronic document management system proceeds on schedule; Managing the supply chain is good business

Business Systems

OFF-SITE RECORDS STORAGE FACILITY COMPLETED

The records preserving the history of Y-12 are getting new homes.

Two new records storage facilities are being built to meet new and more rigorous National Archives and Records Administration requirements. Y-12 has approximately 40,000 cubic feet of records in a variety of formats, some dating back to World War II and the first contractor, Tennessee Eastman.

The first facility was built by Oak Ridge's Scientific and



The new Off-Site Records Storage Facility will provide a secure, modern structure fully compliant with NARA and DOE requirements.

Technical Resources Inc. for lease to Y-12. The facility staff and direction of daily operations will be provided by Y-12, while STR will own the building and its operating systems. The Off-Site Records Storage Facility was ready for occupancy in November.

The second facility is being constructed at Y-12 and will house a smaller set of materials. It is to be completed in FY 2005.

The storage capabilities provided by these two facilities will enable Y-12 to consolidate records collections currently stored in NARA facilities in Atlanta and Washington; the veterans' facility in Missouri; and three buildings at Y-12.

The new facilities boast independent temperature- and

humidity-controlled storage rooms, separate viewing rooms, movable shelving to maximize space and lifts to assist with record retrieval to improve safety and decrease risk of injury.

Edwena Crowe, manager of the Information and Materials Division, which is responsible for implementing NARA and DOE records policies, said,

"We've needed these types of facilities for records at Y-12 for a long time. Both will be fully compliant to NARA requirements, and the leased facility allows Y-12 to support the tax base in Oak Ridge through the long-term leasing agreement we have entered into."

SOCIOECONOMIC PROGRAMS IS A MATCHMAKER

Matchmaking opportunities to provide Y-12 with contacts for future partnerships are a must date for Socioeconomic Programs representatives. Recent matchmaking events they attended included the Small Business Administration Expo and DOE's 5th Annual Small Business Conference.

Y-12 was a platinum sponsor at the DOE conference. Edwena Crowe spoke to the more than 2,000 attendees about the initiatives Y-12 is

Y-12 2003 Socioeconomic Award Recipients

Oak Ridge Automotive & Industrial Supply Inc.

AVID Business of the Year

G2 Engineering & Management Inc.

Small Disadvantaged Business of the Year

Business Interiors Inc.

Small Woman-Owned Business of the Year

Safety and Ecology Corporation

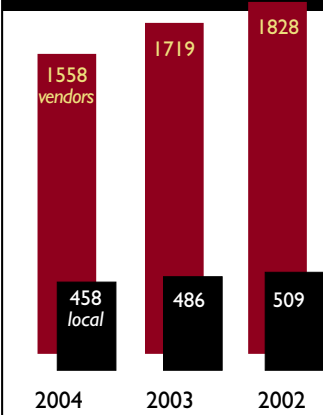
Small Business of the Year

Integrated Solutions & Services Inc.

HUBZone Business of the Year

Number of Small Businesses

Working with Y-12



Y-12 works with almost 300 fewer vendors today than 2 years ago, but 29% are small businesses compared with 27% in 2002.



Mike Twine of G2 Engineering and Management Inc. receives an award from Y-12 President and General Manager Dennis Ruddy as Edwena Crowe and Rep. Zach Wamp look on.

taking in working with small businesses. Y-12 representatives participated in approximately 60 matchmaking sessions at the conference.

Socioeconomic Programs helps small businesses in the local community by holding workshops to help them develop, prepare and package documentation for submission to the General Services Administration. More than 20 area small businesses attended this year's event.

In August, the FY 2003 Socioeconomic Awards were given to area small businesses with which Y-12 conducts business.

Frances Hickey of Y-12 Procurement was recognized as a leader in advocating the use of small businesses.

Recipients were honored at the annual Small Business Awards Luncheon. Rep. Zach Wamp was the featured speaker.

IDRMS IMPLEMENTATION ON SCHEDULE

Integrated Document and Records Management

System implementation is on schedule to provide Y-12 with a company-wide standardized method for achieving compliance in managing records and documents. IDRMS is a SAP application that will provide records and document management in multiple environments (i.e., unclassified and classified).

Members of Information Policy, Records and Document Management have met with senior managers and other stakeholders across Y-12 to identify functional requirements and ensure that all needs of the stakeholders will be met by IDRMS. Deployment will improve business processes, such as standardization of document numbering and records indexing terms and the capture of active records information.

Selection of the SAP Records Management System, Document Management System and Engineering Change Management for IDRMS saved money because these modules are licensed to the company under its

SAP contract, which means no additional software costs. Full implementation of IDRMS will reduce system maintenance costs by moving data from custom-built applications to an off-the-shelf product. IDRMS is comprehensive enough to encompass the scope of a company-wide system and address records management and document control requirements.

MANAGING SUPPLY CHAINS FOR SUCCESS

Managing supply chains effectively is a key to mission success. Effective supply chain management allows a company to be competitive while delivering increased value to customers.

At Y-12, the term "supply chain" refers to the distribution channel of a product—from sources to disposition. Companies use supply chain management to acquire the raw components to make a product or provide a service, manufacturing that product or service and delivering it to customers at the right time and lowest possible cost.

Effective supply chain management reduces product development time and manufacturing cycle time. On-time delivery, order accuracy and forecast accuracy are raised

while total inventory-related costs are lowered. The goal of supply chain management is to integrate all supply chain activities into a seamless process that includes Y-12 functional areas and external partners.

FACES OF Y-12
Cassandra Martin
Information Specialist, Record Storage Facility Project Lead

Y-12's next generation will benefit from mentoring, an excellent way to transfer historical knowledge and to enhance and develop the skills of new employees. The next generation's members will bring enthusiasm and a thirst for knowledge. They will want to make a positive impact on Y-12.

